

## Placing an Inter-Library Request

An online form is available for Bodleian readers to place requests for items not held by the Bodleian Libraries. Before submitting a request it is important to undertake a thorough search of SOLO to ensure there is not already a copy in Oxford.

To access the form go to <https://solo.bodleian.ox.ac.uk/interlib> where you will be asked to log in with your Single Sign On or your Bodleian Libraries login

1. Select the type of material you would like to request by checking one of the *Type of Item* options
2. Complete all the fields you can for the resulting form. More information will help our team track down an available copy in other libraries.

Please select the type of item you would like to request - don't worry if you're not sure!

\* Type of Item:

Book

Book Chapter ⓘ

Journal Article ⓘ

3. For physical loans please select a location for delivery.

\* Delivery Location: (for physical items)

Please select from the list

A physical location is not required for articles/chapters. If the library supplying specifies only a paper copy must be supplied then we will contact you to verify the best address.

### PCAS Details

Please ensure you have sufficient credit in your PCAS account. Based on your current membership each request will cost £5.00

Please do note that other charges may apply if the item is difficult to obtain. You can use the buttons below to check your balance or top up your PCAS account.

\* PCAS Username: ⓘ

\* PCAS Password: ⓘ

Check PCAS balance

Top up PCAS account

4. Enter your PCAS account details. You can check your balance or top-up your PCAS account from the links provided.

Standard requests for current members of Oxford University cost £5.00 per request for materials held in the UK. Full list of charges are available <http://www.bodleian.ox.ac.uk/using/ill/prices>. If other charges apply, e.g. for requests that need to be sourced abroad, staff will contact you to discuss.

You will not be charged if the item is not supplied.

5. Verify contact details if necessary.

If the above email address is incorrect, and you wish to use a new email address and update your library record, please enter it in the box below. The [Inter L team](#) will update your account.

If you have any questions regarding this please contact the [Inter Library Request team](#).

New Email Address:

The form will use the email address from our library system. You can provide an alternative address but please note that this will be used for all future library correspondence.

\* Copyright Declaration

By checking this box, I accept the [copyright declaration](#).

Send request

Reset Form

6. Finally you need to agree with the copyright declaration which is a legal requirement.

When the request is sent you will receive a confirmation email and the default charge will be deducted from your PCAS account. This will be refunded if it is not possible to supply the item.

The request can be tracked on your SOLO MyAccount record and you will receive an email when the item is ready for collection.

For further information please contact our Inter-Library Request team at [ill@bodleian.ox.ac.uk](mailto:ill@bodleian.ox.ac.uk)